

## **PROCEDURES FOR REPORTING A DEATH OCCURING AT WORK**

The Air Resources Board is responsible for reporting to Cal-OSHA all deaths that occur either while an employee is at work or because of an incident at work regardless of the cause, such as a heart attack. ARB must also provide the family with workers' compensation information and file a report with the State Compensation Insurance Fund.

The supervisor should immediately report the death to the Workers' Compensation Analyst and to the Health and Safety Coordinator and be prepared to provide the following information:

- Employee's name
- Employee's home address
- Employee's home telephone number
- Name of next of kin
- Next of kin's home address
- Next of kin's home telephone number
- Location of event. If the event occurred away from state property the address of the closest building to the event should be provided.
- Time of event
- Detailed description of what occurred prior to death including whether 911 was called and if employee was taken to hospital the name of the hospital.
- Names of witnesses